

**45A DISTRICT COURT
JOB POSTING – COURT OFFICER**

Contract Position
40 hours per week/Hourly rate of pay
Position Open until Filled

The 45A District Court in Berkley, Michigan is seeking applicants for the position of Court Officer. The person hired for this position will be responsible for implementing new security policies and procedures, in coordination with the Court Administrator. Other duties include, but are not limited to the following:

- Securing the public and private entrances to the courtroom.
- As directed by the Judge and in coordination with other courtroom staff, calling cases, accepting/distributing documents, and transporting files between the courtroom and the clerk's office.
- Observing courtroom participants and spectators and, as necessary, advising them of improper conduct and removing them if their behavior interferes with court proceedings.
- Acting to prevent incidents or disturbances throughout the court facility that may cause injury to an individual or disruption of court activities.
- At the direction of the Judge or based on a confirmed outstanding warrant, take individuals within the court facility into custody.
- Responding to emergency situation within the facility and ensuring the appropriate outside agency(s) are contacted in a timely manner.
- Assisting as directed with screening of individuals and parcels entering the courthouse.
- Monitoring security camera output and responding to incidents per court policy and procedure.
- Communicating and cooperating with fellow court security officers, the Court Administrator, and the Judge to ensure all security duties are properly covered in and around the court facility.
- Transporting bank deposits and mail as directed.
- Issuance of bench warrants.
- Any clerical duties assigned by the Court Administrator.

Job Qualifications:

Education High school graduate or equivalent. Bachelor's degree preferred.

Experience Law enforcement background required. Experience as a court officer or in courthouse security desired. Prisoner transport/custody experience desired.

Physical condition adequate to perform duties as outlined above.

Send resume by mail, fax or email to: 45A District Court
Attn: Tami Bone', Court Administrator
3338 Coolidge Highway
Berkley, MI 48072
tbone@45adistrictcourt.net
(248) 658-3401 (Fax)

The 45A District Court is an equal opportunity employer